

Tompkins County Workforce Development Board

Executive Committee

MINUTES

Tuesday, March 1, 2022 | Zoom Platform

PRESENT: S. Pronti, J. Matteson

EXCUSED: A. Iles, A. Hendrix

STAFF: R. Avila, D. Achilles

GUEST:

CALL TO ORDER

Chairman Pronti called the meeting to order at 8:18 a.m.

APPROVAL OF MINUTES - February 1, 2022

It was moved by Mr. Matteson, seconded by Mr. Pronti, and unanimously adopted by voice vote of members present to approve the minutes of February 1, 2022.

FINANCIAL REPORTS - January 2022

Ms. Achilles reported that the January 2022 financial reports for the Workforce Development Board are on track except for a couple of expenditure lines. The Board wage and fringe lines will increase February 2022 financial report due to hiring the Workforce Development Associate in February. Printing will increase when the new Board logo is approved, and new business cards are ordered.

Ms. Achilles reported that the computer equipment line is overspent due to purchasing a new desk top computer with the 2022 County budget that overlaps with the fiscal budget.

Ms. Achilles reported that the January 2022 financial reports for the Office of Employment and Training are where they need to be now that the Career Center is fully staffed and are in the process of hiring a Communication Specialist and a Project Assistant within the next month. This will increase the wage and fringe lines.

Ms. Achilles reported that the participants wage, and fringe are low due to participants having barriers to employment and are not ready to be employed. The Youth

staff are in the process of holding recruiting days to do more outreach to youth in the community.

Ms. Achilles reported that the rent line will increase once the Office of Employment and Training move into contract agreement with NYSDOL for a year-to-year lease.

COMMITTEE UPDATES

YOUTH OVERSIGHT

Ms. Avila reported the 2022 Summer Youth Employment RFP will be closing on March 3, 2022, and County purchasing will be opening the bids at 3:00p.m.

Ms. Avila reported that the Office of Employment and Training will be reporting to the Youth Oversight Committee on a quarterly basis. Ms. Callahan presented to the Committee at Thursday, February 17, 2022 meeting on JobLink Youth Program for July 2021 - February 2022. Ms. Callahan reported on what the youth staff have been working on and what their goals are moving forward to increase participation.

ONE STOP OPERATIONS AND OVERSIGHT

Ms. Avila reported that the Committee has released the One Stop Operator Procurement-RFQ, and it will close on Friday, March 25, 2022.

Ms. Avila reported that Ms. Lovelace is working on an Electronic Device policy to provide eligible participants with access to, and additional support for, training, employment and related services to require us of an electronic device. WIOA funds can be used to purchase computers, laptops and tablets for training, education or employment.

GOVERNANCE AND MEMBERSHIP

Ms. Avila reported the Governance and Membership Committee will be meeting in March. The Committee discussion will be on adding new chairmen/women to the One Stop Oversight Committee and the Governance and Membership Committee.

INDIVIDUALS WITH DISABILITIES

Mr. Matteson reported that the Committee has not met in a couple of years and would like to revisit the idea of meeting every other month. Ms. Avila would like to move forward and start in April 2022.

DIRECTOR'S REPORT

Ms. Avila reported that the Board has not received the DRC NY Scion NOA. The State reached out for clarification on a few questions on the document that were submitted.

Ms. Avila reported that the Board has completed the yearly Sexual Harassment Training.

Ms. Avila reported that the Board has submitted the department goals to Ms. Holmes and has been shared with the Planning, Development, and Environmental Quality Committee.

Ms. Avila reported that she will meet with Mr. Recckio to discuss changes to the Workforce Development Board logo. Ms. Avila shared the revised mission statement with the Committee that will be included with the Board logo.

Ms. Avila reported that the Work Plan 2022 has been edited with additional information of Youth Program Development.

Ms. Avila reported that the next full Board meeting industry briefing will be a discussion from Business members, Public and Private Organizations to discuss addressing hybrid workforce, recruiting and retention of employees.

Ms. Avila reported that the Board has met with Planning, Development, and Environmental Quality Committee and they have approved the resolution to pay the Office of Employment and Training rent to NYSDOL for July 2018 - December 2021. In addition will increase the budget for 2022 for the difference in the new agreement. The Committee also approved the resolution for the Board to relocate to Trust Company building with additional fund for rent. The resolution will move to Personnel, Capital and Personnel Committee Monday, March 14, 2022 and Tompkins County Legislature on Thursday, March 17, 2022 for approval.

The meeting adjourned at 8:53 a.m.

**Tompkins County Workforce Development Board
Budget Statement
31-Jan-22**

58.3% of yr.

	Budget	Jan-21	Jan-22	YTD	Balance	YTD % of Budget
Expenditures						
Staff Wage	272,789	14,520.21	12,057.59	104,842.03	167,946.97	38%
Fringe	143,660	7,515.27	6,259.72	55,157.08	88,502.92	38%
Rent/Taxes	19,926	1,588.00	1,636.00	11,452.00	8,474.00	57%
Professional Services	6,000	0.00	0.00	4,500.00	1,500.00	75%
Office Supplies	1,000	166.44	0.00	575.13	424.87	58%
Office Furniture	1,000	0.00	0.00	939.96	60.04	94%
Heat/Electric	1,275	0.00	0.00	393.43	881.57	31%
Software/Hardware	1,000	289.56	0.00	401.58	598.42	40%
Computer Equipment	500	0.00	946.51	1,422.51	(922.51)	285%
Postage	35	0.00	0.00	29.40	5.60	84%
Travel Training	6,000	0.00	0.00	2,238.62	3,761.38	37%
Local Travel	1,000	0.00	0.00	0.00	1,000.00	0%
Phone	2,000	0.00	102.79	823.37	1,176.63	41%
Membership Dues	5,000	0.00	0.00	0.00	5,000.00	0%
Sub Contracts	1,521,823	47,537.85	61,924.16	807,224.96	714,598.04	53%
IT Services	1,100	0.00	0.00	0.00	1,100.00	0%
Books, Subs & Periodicals	630	0.00	40.00	320.00	310.00	51%
Advertising	360	0.00	0.00	83.50	276.50	23%
Program Expenses	6,400	40.00	0.00	4,533.24	1,866.76	71%
Printing	3,000	0.00	0.00	69.03	2,930.97	2%
Meeting Expenses (Food, Supplies & Meeting Space)	0	0.00	0.00	0.00	0.00	0%
Total Expenditures	1,994,498	71,657.33	82,966.77	995,005.84	999,492.16	50%

	Budget	Jan-21	Jan-22	YTD	Balance	YTD % of Budget
Revenue						
WIOA Admin	71,000	8,616.92	6,893.75	40,361.44	30,638.56	57%
WIOA Adult	253,164	11,978.90	19,844.78	97,023.48	156,140.52	38%
WIOA Dislocated Worker	152,102	3,983.59	16,222.10	58,208.34	93,893.66	38%
WIOA Youth	446,000	39,345.56	42,855.07	156,494.76	289,505.24	35%
Disability Employment Initiative (RFMH)	70,064	3,331.77	6,712.74	30,930.40	39,133.60	44%
DEI Grant Round 8	74,000	17,397.72	0.00	65,495.04	8,504.96	89%
SYEP	351,969	(33,453.00)	0.00	351,969.00	0.00	100%
County	280,960	0.00	12,049.65	99,180.59	181,779.41	35%
Tourism	3,600	6,720.00	0.00	0.00	3,600.00	0%
TET-NDWG	73,500	2,824.07	0.00	22,365.08	51,134.92	30%
ER-NDWG	8,139	0.00	0.00	0.00	8,139.00	0%
Misc - Park Foundation, Community Foundation, Ur	85,000	0.00	0.00	85,000.00	0.00	100%
Disability Resource Coordinator - DRC	100,000	0.00	0.00	0.00	100,000.00	0%
Ticket to Work	25,000	3,027.20	0.00	16,928.80	8,071.20	68%
Total Revenue	1,994,498	63,772.73	104,578.09	1,023,956.93	970,541.07	51%

*All Expenditures and Revenue are recorded on a cash basis and as such records may show a shortfall or surplus.
This is not an operating expense concern.

**Tompkins County Office of Employment Training
Budget Statement
31-Jan-22**

58.3% of yr.

	Budget	Jan-21	Jan-22	YTD	Balance	YTD % of Budget
Expenditures						
Staff Wage	360,539	20448.42	29705.58	179634.21	180904.79	50%
Fringe	188,148	10579.18	15423.90	94436.27	93711.73	50%
Rent/Taxes	14,981	0.00	0.00	6396.63	8584.37	43%
Copier Contract	647	35.37	57.89	252.60	394.40	39%
Phone Maintenance	1285	0.00	0.00	0.00	1285.00	0%
Office Supplies	452	0.00	0.00	30.43	421.57	7%
Postage	376	0.00	34.80	34.80	341.20	9%
Travel Training	5,259	0.00	480.00	2372.15	2886.85	45%
Local Travel	3,903	5.98	33.55	257.27	3645.73	7%
Phone	6404	0.00	572.54	3355.19	3048.81	52%
Membership Dues	226	0.00	0.00	0.00	226.00	0%
Books, Subscriptions & Periodicals	2523	0.00	0.00	231.54	2291.46	9%
Computer Software/Hardware	753	0.00	0.00	274.91	478.09	37%
IT Services	2,714	0.00	0.00	0.00	2714.00	0%
Printing	1379	3.62	0.00	286.86	1092.14	21%
Supportive Services	26,000	0.00	87.54	6917.41	19082.59	27%
Tuition	59458	0.00	13197.00	38775.00	20683.00	65%
Participant Wages	105000	2404.14	1993.20	19851.42	85148.58	19%
Participant Fringe	13,350	240.41	255.39	2523.37	10826.63	19%
Total Expenditures	793,397	33717.12	61841.39	355630.06	437766.94	45%

Workforce Development Board

Departmental Goals 2022

External Goals:

1. Revive the Services to Individuals with Disabilities Committee
2. Continue collaborating under TC3 leadership on advanced manufacturing sector partnership
3. Lead efforts for an apprenticeship program for local organized labor
4. Support Ithaca's Green New Deal in presenting a proposal to the Federal government through the Good Jobs Challenge, U.S. Economic Development Administration, in creating the "Green Jobs Corridor" with Ithaca, Elmira, Binghamton, Syracuse, and Rochester
5. Create a logo and revise vision and statement for Tompkins County Workforce Development Board
6. Lead efforts to create local Employer Resource Networks, as an initiative to stabilize entry-level jobs by providing in-work support for placement, retention, and advancement
7. Prioritize racial equity and measurement for workforce development programs
8. Utilize resources to obtain real-time data for workforce development
9. Share with the Office of Employment and Training and educational institutions the new in-demand occupations list to invest funding for trainings, skills development, and career pathways
10. Improve program reporting and data-gathering
11. Continue to update/revise program policies.

Internal Goals:

1. Fully staffed (4 staff members) department
2. Diane's promotion to Fiscal Coordinator
3. Inform county departments, community, and businesses the role of the Workforce Development Board --what we do, what is our focus and mission
4. New logo (has been created and voted by the Executive Committee)
5. Revise and create WDB vision and statement
6. Update and redesign our website
7. Create a yearly Work Plan to share with WDB and legislature
8. Reorganize the *F* drive.

Draft

WDB Logo

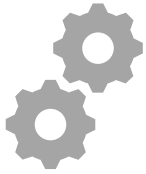


Vision

Work Plan 2022



Internal



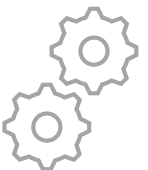
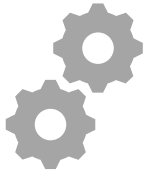
Work Plan Goals	Actions
Services to Individuals with Disabilities Committee	<ul style="list-style-type: none">✓ Revive the committee✓ Select new committee members✓ Invite key partners and stakeholders
Logo, Vision and Mission Statement (Branding & Marketing)	<ul style="list-style-type: none">✓ Select from logos designed with County Director of Communications✓ Review mission statement✓ Create vision statement
WIOA Program Monitoring and Reporting	<ul style="list-style-type: none">✓ Quarterly reports on youth, adults and dislocated workers✓ Measure performance✓ Measurable skills gain✓ Career center -customer satisfaction survey
Policy Review Beginning of Program Year 2022	<ul style="list-style-type: none">✓ Review policy- new PY budget
Real-Time Data	<ul style="list-style-type: none">✓ Utilize resources





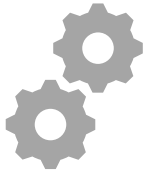
Lead & Collaborate

Work Plan Goals	Actions
Advanced Manufacturing Sector	✓ Continue partnership under TC3
Lead efforts for apprenticeship program for local organized labor	✓ Partner with local organized labor ✓ Connect with other stakeholders ✓ Plan for employment placement, retention, & advancement
Ithaca's Green New Deal "Green Jobs Corridor"	✓ Letter of support ✓ Plan for employment placement, retention & advancement ✓ Strategies ✓ Data ✓ Connections
Lead efforts to create local Employer Resource Networks	✓ Employer participation ✓ Logistics and strategies
Diversity, Equity & Inclusion	✓ Measurement ✓ Workforce development programs





Youth Programs & Committee Development



Work Plan Goals	Actions
Youth Program Development	<ul style="list-style-type: none">✓ Summer Youth Employment Program (SYEP)✓ Youth Employment Resource Team (YERT)✓ Healthcare Career Exploration✓ Research

